

Berrien County Trial Court
Judicial Administrative Assistant (\$30,099 - \$40,335)

Required: An Associate's Degree in Business or a related field, two years of fulltime paid responsible administrative and clerical support experience which includes one year of word processing experience and a net typing speed of 60 words per minute net; **OR** high school diploma or GED and four years of fulltime paid responsible administrative and clerical support experience which includes one year of word processing experience and a net typing speed of 60 words per minute net.

NOTE: Please contact Berrien County Human Resources to schedule a typing test if you have not taken one before with our office. Your application will NOT be forwarded until you have taken and successfully passed a typing test at the net speed.

Regular, reliable and predictable attendance is required.

Required to obtain and maintain certification as a certified electronic recorder in the State of Michigan within one year to maintain employment: Certified Electronic Recorder status required for an elected district judge; Certified Electronic Operator status required for an elected circuit and probate judge or as directed by the hiring judge. Overtime may be required due to before or after business hours court hearings. May be required to work at any Trial Court location on a temporary or regular basis.

Desired: Knowledge of court operations, courtroom procedures, recording equipment and agencies within the State of Michigan and/or Berrien County. Possess strong organizational and interpersonal skills and the ability to communicate effectively orally and in writing. Ability to create and maintain various spreadsheet programs; familiarity with ICLE and other legal resources that can be accessed on the computer. Ability to be flexible and work well in a team situation.

Duties: Appointed by and under the direction of a Trial Court judge, performs complex administrative duties and responsibilities that require extensive knowledge of the rules, regulations, practices and procedures of the Trial Court division to which the judge is assigned. Regularly attends and records courtroom hearings to assure that a permanent verbatim record is made of courtroom proceedings and hearings. Handles both internal and external highly confidential documents and information related to the judge's official duties. Must be self-directed and exercise independent judgment and initiative in the performance of assigned job duties. May be required to prepare transcripts of courtroom proceedings and hearings.

Application for this position can be obtained at:

**Personnel Department
Berrien County Administration Building
701 Main Street, St. Joseph, MI 49085
between 8:30 a.m. and 5:00 p.m.**

**Job Hotline (269) 983-7111, EXT. 8919
Berrien County Website: www.berriencounty.org**

Equal Opportunity Employer